Update for R0879

RETENTION SCHEDULE MAINTENANCE

RECORDS COORDINATOR: William Charter DEPARTMENT: USH Accounting

ORIGINATED BY: Jeff Hecht DATE: 2/9/93

RECORD CATEGORY TITLE: Rental Report by State

RECORD CATEGORY DESCRIPTION/USE: Rental Report by State - used by PM/Tax dept to self audit rental tax due

SUGGESTED CODE (optional): R0879

REASON FOR ADDITION/CHANGE: ✓ Internal Practice OR ___ Regulation or Law
(attach copy of regulation or law)

DEPARTMENT WHICH MAINTAINS ORIGINAL/RECORD COPY: USH Accounting

RECORD MEDIA: _____ VITAL (Y/N): _____

ADMINISTRATIVE RETENTION (e.g., C + 1):

ACTIVE: _____ INACTIVE: _____ C + 7 or until tax audit is complete

RETENTION KEY
C = Current Year
P = Permanent
SUP = Superseded
TER = Terminated

FUNCTIONAL HEAD APPROVAL: Mk Smi DATE: 2/9/93

FOR RETENTION REVIEW USE

LEGAL: _____ BY _____ DATE: _____

FINANCE: _____ BY _____ DATE: _____

JOINT TASK FORCE: _____ DATE: _____

FILE CODE _____ RETENTION PERIOD: _____ (Active) _____ (Inactive)

SYSTEM UPDATE COMPLETED (date & initials): _____

DEPARTMENTAL RETENTION SCHEDULE REVISED (date & initials): _____

ISSUED: 10/02/89

RECEIVED
FEB 10 1995
BILL LYNCH
SUPERVISOR
RECORDS MANAGEMENT

REVISED:

2023616386

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